

PRINTING REQUEST

SAN BERNARDINO COUNTY 909.387.2040
PRINTING SERVICES - 0750 909.397.2644

Ticket No. _____

Quick Copy (909) 387-3349 | countyprint@cao.sbcounty.gov

Quotes (909) 388-0141 | ETorres@pur.sbcounty.gov

Black Ink **Full Color** THIS IS A: **REORDER** **REVISION** **NEW ORDER** | **QUOTE**

Name, Delivery Address		or Call for Pickup:	Quote #
Cost Center	Internal Order	WBS	
Contact Person, Phone/Ext.	Mail Code	Dept/Unit	Order Date
Item/Form No./Title	Revision Date	No. of Pages	No. of Copies

Required Date: _____

PRINTING INSTRUCTIONS

Finished Size

- 8½" X 11"
- 8½" X 14"
- 3" X 5"
- 4" X 6"
- 5" X 8"
- 5½" X 8½"
- Other: _____

Stock

- Bond
- 100# Text Gloss
- Card
 - Matte
 - Gloss
- Env: _____

Paper Color

- White**
- Astrobrite: _____
- Blue
- Buff
- Canary
- Cherry
- Goldenrod
- Gray
- Green
- Ivory
- Orchid
- Pink
- Salmon
- Tan
- Match attached sample

Print

- One Sided
- Two Sided
 - Head-to-Head
 - Tumbled
- Banner (size): _____
- Vinyl
- Paper
- Grommets
- Poster (size): _____
- Mount
- Laminate

Graphics

- Print Ready (no graphics needed)
- Disk/USB Drive
- File transmitted to: _____
- Graphics Only
- Photography
- Videography
- Editing

Finishing

- Collate
- Staple
- 3 Hole Punch
- 2 Hole Punch
 - Top
 - Bottom
- Fold
 - 1/2
 - 1/3
 - 1/4
- Cuts: _____
- Laminate
- Pad (# of sheets): _____
- Wrap (pkgs of): _____
- Perfect Bind
- Spiral Bind: _____

<input type="checkbox"/> NCR:	<input type="checkbox"/> 2-part (white, canary)	<input type="checkbox"/> 4-part (white, canary, pink, goldenrod)	<input type="checkbox"/> Other (per sample)
	<input type="checkbox"/> 2-part (white, pink)	<input type="checkbox"/> 5-part (white, green, canary, pink, goldenrod)	<input type="checkbox"/> CFB
	<input type="checkbox"/> 3-part (white, canary, pink)	<input type="checkbox"/> 6-part (white, blue, green, canary, pink, goldenrod)	<input type="checkbox"/> CF/CB

Additional information:

PRINTED PROOF REQUIRED PRIOR TO PRINTING

I hereby certify on my own personal knowledge that the articles or services requested heron are contained in the budget and are necessary for use by the department.

Authorized Signature	Print or Type Name	Date
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FOR PRINTING SERVICES USE ONLY	Approved by Printing Manager	Date
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